

DEPARTMENT OF FINANCE AND ADMINISTRATION - POLICY 12
Policy 12 - The Use of Journal Vouchers for Billing
Those Agencies and Departments Using the
Facilities of State Parks

Component 01 - Basis for Authority

Section 01 - Applicable State Law

§12-01-101: Accounting Powers Granted By State Law - This Policy Statement 12 is issued by the Department of Finance and Administration under the authority granted by T.C.A. 4-3-1007.

Section 02 - Background and Effective Date

§12-01-201: Background - It is advantageous, both to the Department of Conservation and to the State of Tennessee, for state agencies and departments to use the facilities in state parks for meetings, conferences, and retreats. However, the process which has been used in the past to reimburse the Department of Conservation for the use of these facilities has been cumbersome. The rules promulgated herein are designed to simplify the preparation of journal vouchers by the Department of Conservation for billing agencies and departments and to insure the timely payment of the obligations incurred by the departments and agencies for the use of these facilities.

§12-01-202: Effective Date - This Policy Statement 12 shall become effective for the fiscal year 1989-90 and shall remain in effect until amended or rescinded.

Component 02 - Policy for Use of Journal Vouchers for
Billing Those Agencies and Department Using the Facilities
of State Parks

Section 01 - Payment by Journal Voucher

§12-02-101: Payment by Journal Voucher - An agency or department of the state shall authorize payment to the Department of Conservation upon receipt of a journal vouchers for the use of state park facilities using the following guidelines:

- (1) If the head of an agency or department makes arrangements with the Department of Conservation in advance for meals to be furnished those attending the conference, meeting, or seminar, in addition to room rental charges, at the rates allowed in the statewide Comprehensive Travel Regulations; and individual employees are not allowed an option for additional meal charges, the payment by journal voucher may include both meals and room charges for all those attending the meeting. The Department of Conservation will bill the department or agency for the predetermined amount only.
- (2) If meals for those attending a conference, meeting, or seminar are not prearranged as stated in (1) above, and employees are allowed to select meals from a menu or buffet, the billing by journal voucher shall include only the employees' room charges. All other expenses incurred by an employee shall be paid by the employee at the time the expense is incurred.
- (3) The payment of journal voucher may include expense for "light refreshments" provided by the park facility.
- (4) Journal vouchers for the expenditures for which the agency or department is responsible shall be remitted in a timely manner by the Department of Conservation to the agency or department. It shall be the responsibility of the agency or department to submit the journal voucher to the Division of Accounts for prompt payment according to the rules of the Division of Accounts governing prompt payment of invoices.

Section 02 - Employee Reimbursement

§12-02-201: Reimbursement of Employee Expenses - Employees shall receive payment for all reimbursable expenses incurred while attending a meeting, conference, or retreat sponsored by an agency or department of the state held at a state park by filing a travel claim according to the Comprehensive Travel Regulations. Reimbursement for mileage, meals in route, and meals at the site of the conference, meeting, or retreat may be included in this travel claim for reimbursement. Meals available to the employee through advance arrangements described in §12-02-101, (1), may not be included in the employee's claim for Reimbursement. Reimbursement will be denied for those meals whether or not the employee actually took advantage of the available meals(s). All employee claims for reimbursable expenses shall be filed within thirty (30) days after adjournment of the meeting as provided in the Comprehensive Travel Regulations using the currently approved rates.

§12-02-202: Employee Obligation - It shall be the obligation of the employee to pay all nonreimbursable expenses incurred during the meeting. The agency or department shall in no way be obligated for these expenses. In the event an employee shall incur a nonreimbursable expense which is not paid at the time it is incurred (I.E. long distance phone calls, room rate differential) or submit a check for these expenses which is returned due to insufficient funds, the Department of Conservation shall set up an accounts receivable for that employee and shall attempt to collect the amount owed according to its departmental policy for collection of accounts receivable.

Component 03 - Approvals

Section 01 - Commissioner of Finance and Administration

§12-03-101: Approval of Commissioner of Finance and Administration - I, David L. Manning, hereby approve of this Policy Statement 12 of the Department of Finance and Administration, and as such agree with and authorize actions necessary to implement its requirements.

Signed:_____ Date:_____

David L. Manning, Commissioner
Department of Finance and Administration

Section 02 - Comptroller of the Treasury

§12-03-201: Approval of the Comptroller of the Treasury - I, William R. Snodgrass, hereby approve of this Policy Statement 12 of the Department of Finance and Administration, and as such agree with and authorize actions necessary to implement its requirements.

Signed:_____ Date:_____

William R. Snodgrass, Comptroller
Office of the Comptroller of the Treasury